

## **1520.02 Change in a Collective Bargaining Agreement, or Other Terms or Conditions of Employment**

Issued January 1, 1994

**SUBJECT:** Change in a Collective Bargaining Agreement, or Other Terms or Conditions of Employment.

**APPLICATION:** Executive Branch Departments and Sub-units.

**PURPOSE:** To provide a mechanism for departments to seek modifications in collective bargaining agreements.

**CONTACT AGENCY:** Department of Management and Budget (DMB) - Office of the State Employer (OSE).

**TELEPHONE:** 517/373-7400

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**SUMMARY:** This section specifies the procedure for seeking changes to a collective bargaining agreement either through a letter of understanding or a change in the terms of the agreement.

**APPLICABLE FORMS:** None.

### **PROCEDURES:**

#### **Requesting Agency:**

- Documents the problem in writing, specifying:
  - The bargaining unit involved.
  - Number of employees involved.
  - Classification(s) of employees involved.
  - Operational effects of problem.
  - Costs associated with problem.
  - Proposed solution.
  - Costs associated with solution.
  - Analysis of how proposed solution will enhance operation.
  - Statewide impact, if any.

#### **Department Director (or designee):**

- Reviews request and approves (with or without modifications), or denies.
- If approved, forwards to OSE.

#### **OSE:**

- OSE receives request and determines if problem could affect other departments. If yes, contacts those departments for comments.
- Assesses merits of request, and responds to requestor in 1 of 3 ways:
  - Holds request in abeyance until the next round of negotiations.
  - Formats change as a letter of understanding and either approaches the union or authorizes the department to approach the union. If OSE contacts the union, the requestor is informed of the union's response.
  - Denies request.

Department Director (or designee):

- May request reconsideration if OSE denies request. Contacts OSE and provides reasons for reconsideration. If union refuses to agree to original proposal, discussion of alternatives may be pursued with OSE.

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